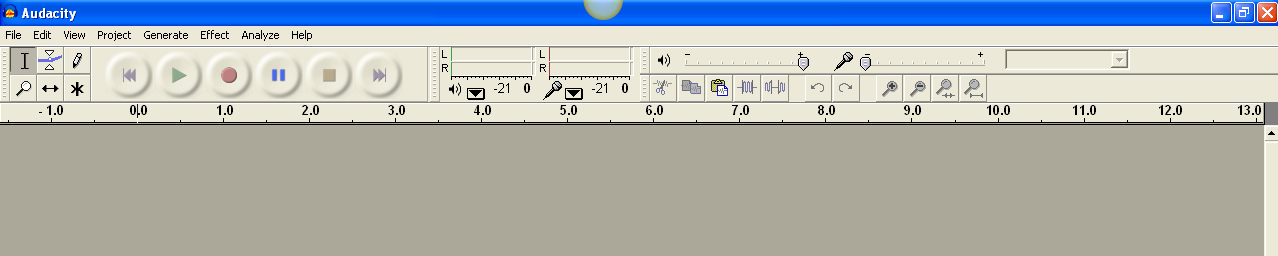
The Walker School

Audacity Directions: Recording and Saving

1. **Before You Record:** Make sure that your computer is turned on and that you are logged on. Also, confirm that you have a USB Headphone and Micropohone and that it is plugged into the USB port in the front of your computer.
2. **Open the Program:** Click on the icon on your desktop.



1. When the program opens it should look like this:

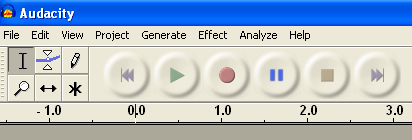


1. **Check the volume:** To check the volume on your computer, click on the speaker in your system tray in the bottom right hand corner of the computer.

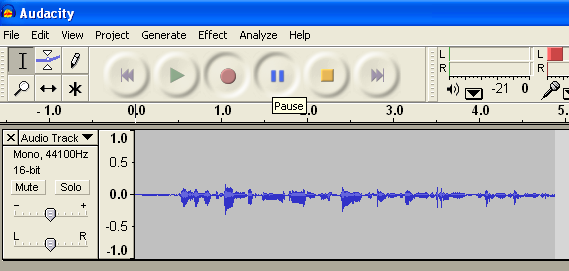


*Remember: Also check the volume dial on the headset and microphone.*

1. **To Start a Recording:** Click on the record button and speak into your microphone. The record button is red and round.

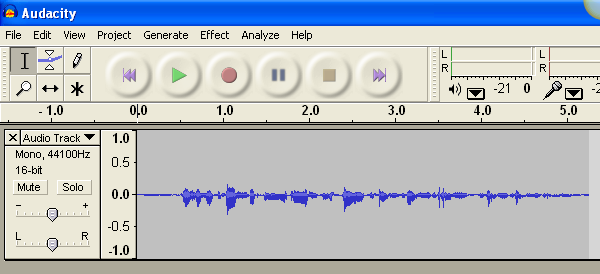


1. Speak into the microphone. You should see your voice being recorded. If the amplitude of the recoding is low, as in the case below (or large), you may want to adjust your volume appropriately and make a new recording.

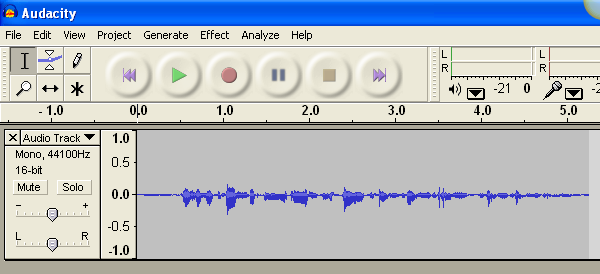


*Hint: If you are making a recording for a language class, you might want to end the question with a “beep” and then leave a dead space for the student to respond. When their time is up, also say “beep” to end the time. I would suggest putting no more than 5 questions in each recording. This will make it easier for students to find a particular question and/or exercise.*

1. **Pausing the Recording:** To pause the recording, hit the pause button. To continue recording, click the pause button again and speak into the microphone.

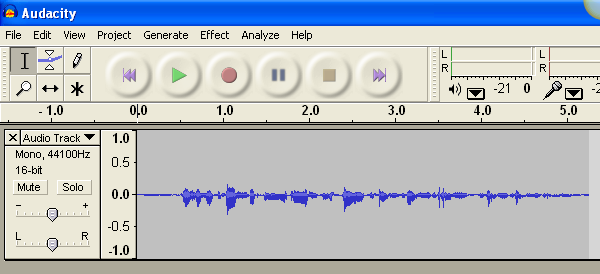


1. When you are finished recording, click the stop button.

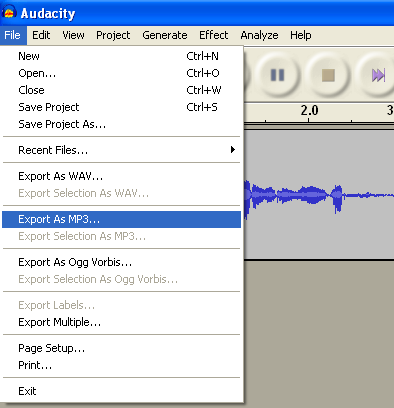


*Remember: Once you hit the stop button you will not be able to add to the recording.*

1. **Listen to Your Recording for Quality:** If you want to check the quality of your recording, click the “Skip to Start” button and then click the “Play” button to hear your recording.

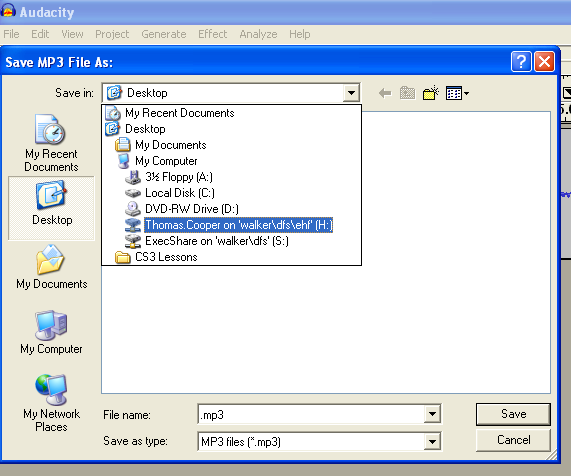


1. **Save your Recording:** Click “File” and then “Export as MP3” to save your file.



*Hint: If this option is grey, then check to see that you have actually clicked on the stop button.*

1. **Navigate to your folder on the H-Drive.** Click the drop-down arrow next to “Save in” and then click on the drive with your name.



1. **Save the file in a folder.** I would suggest creating a folder to save all of your audio recordings. For Example: You might create a folder structure with German I >> Audio Recordings
2. **Name the file.** I would suggest naming the file with the Chapter, Exercise and Number set. For Example: “German I Chapter 2 Exercise I Questions 1-5”.